



3 March 1978

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MEMORANDUM FOR: Director of Central Intelligence  
FROM : [REDACTED]  
Deputy Executive Secretary  
SUBJECT : Your 7 March Meeting with the Administration  
Management Advisory Group (ADMAG)

1. Attached as background for your 7 March, 1030 meeting with the DDA Management Advisory Group (ADMAG) are a summary of the follow-up actions to their first meeting with you on 27 May 1977; an excerpt from Office of Personnel's 20 January 1978 memorandum to you on promotions, flow-through, and separations; and comments on two of ADMAG's 7 March recommendations.

2. One member of the current ADMAG, [REDACTED] attended the May 1977 meeting.

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Attachments

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Summary of Follow-Up Actions to 20 May 1977 DCI/ADMAG Meeting

1. The ADMAG was the first group you met with, and the current format for recommendations had not yet evolved. They offered three discussion topics and do not expect any feedback on them:
  - How open should the CIA become and what is to be gained by this openness?
  - How will impending reorganization affect CIA, and DDA in particular?
  - Clarify your role, that of your staff, and the DDCI,
2. You precipitated a discussion of personnel "flow-through," and in response to your request, on 2 June 1977 ADMAG provided you the following recommendations, on which they would like feedback:
  - Employees with the least potential should be identified and appropriate action taken.
  - A three-year probationary period for new employees should be adhered to
    - ██████████ 24 June 1977, extended the probationary period for new employees to three years.
  - Seek approval for continued use of the 25-year discontinued service retirement option
    - Discontinued service has nothing to do with 25 years.
    - It is made available to resolve personnel problems or surplus situations.
    - DDA Instruction 77-4 extended this special retirement option to 30 June 1978.
    - It is not open to NFAC or DDS&T.
3. For additional background, the main recommendations from the attached excerpt from Office of Personnel's 20 January 1978 memo on promotions, flow-through, and separations are:

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- The DCI should approve Office of Personnel's recommended minimal promotion rates to assure utilization of promotion availability.
- Career Services should review promotion rates that do not meet the minimal guidelines and either make necessary adjustments or explain why this is not feasible.

(You have not yet reacted to this memo.)

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Comments on ADMAG's 7 March 1978 Recommendations

1. Recommendation II B 1: Consideration should be given to an Agency-wide publication similar to the DDA Exchange.

--The Federal Women's Program Board made this same recommendation and forwarded a list of topics for consideration.

--Public Affairs has been considering the proposal and has made no decision as yet.

2. Recommendation II B 2: Expand the CIA Guest Speaker Program to include presentations by Agency components and speakers.

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[REDACTED] initiated such a program on 17 January and others are scheduled to follow,